

January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Do not key any 2009 Updates until AFTER W-2s are run and printed—The Payroll Branch will let you know when it is OK to enter 2009 updates			1 DEC 16-31 STATE HOLIDAY NEW YEAR'S DAY	2 DEC 16-31 STATE HOLIDAY NEW YEAR'S DAY	3
4	5 DEC 16-31 W-2 Manual pay only & health ins. Update Key in KECC contributions.	6 DEC 16-31 W-2 Manual pay only & health ins. Update Key in KECC contributions.	7 DEC 16-31 W-2 Manual pay only & health ins. Update Key in KECC contributions. Last day p1 can be approved for payroll	8 DEC 16-31 W-2 Manual pay update only. Files go down at 1:00 and remain down. Key in KECC contributions RUN PAYROLL	9 DEC 16-31 W-2 Manual pay only & health ins. Update <u>Last day for w2 manual pay updates</u>	10
11	12 DEC 16-31 Update/ health ins.	13 DEC 16-31 Update/ health ins. Last day p1's can be approved for supp payroll.	14 DEC 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 DEC 16-31 No Update PAYDAY Target Date for Printing W-2s.	16 JAN 1-15 Manual pay & health ins. update	17
18	19 JAN 1-15 STATE HOLIDAY MARTIN LUTHER KING JR	20 JAN 1-15 Manual pay & health ins. update	21 JAN 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll	22 JAN 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	23 JAN 1-15 No Update	24
25	26 JAN 1-15 Update/ health ins.	27 Jan 1-15 Update/ health ins.	28 JAN 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	29 JAN 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 JAN 1-15 No Update PAYDAY	31

